



## The Anchor School

### Minutes

#### Operations Committee Meeting

Operations, Staffing and Facility

---

#### Date and Time

Wednesday May 8, 2024 at 7:00 PM

#### Location

Topic: Operations Committee Meeting

Time: May 8, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us05web.zoom.us/j/85250599470?pwd=4k0baZkjzKc3IMPiQt9m5pHwhQ3EHc.1>

Meeting ID: 852 5059 9470

Passcode: Mxu6R2

---

This called meeting was posted in the legal organ on

---

#### Committee Members Present

D. Grissom (remote), J. Anfield-El (remote), L. Stephens (remote)

#### Committee Members Absent

*None*

#### Guests Present

---

G. Stevens (remote), M. Felts (remote)

---

## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

L. Stephens called a meeting of the Governance Committee of The Anchor School to order on Wednesday May 8, 2024 at 7:06 PM.

### **C. Approve Minutes**

## **II. Operations**

### **A. Facility Discussion**

1. Deep Dive conversation around enrollment numbers – Concerns on actual numbers and funding – Possibility of RISK with over projecting and having to pay back the state as a consequence. We are moving towards a number of 140 enrolled for next year
2. Safety concerns with student violence within the school
3. Car stolen out of parking lot
4. Need for increased safety/security/Need to include in budget security costs
5. Need to formalize student and employee handbook so that we have procedures in place to address these issues
6. Budget seems to be inaccurate based on number of enrollment and overall cashflow for operations costs
7. A need for better transparency regarding protocols for student safety/security. There is a major concern regarding safety for students/staff
8. Lease – Colliers/Property Management Company has overbilled the Anchor School \$500 per month for a few months – We are owed money back and continue to be overbilled for other services. Josh has stopped making payments and our legal counsel is now aware

### **B. Staffing Discussion**

1. We are in need of an 'Incident Report' to track all issues/challenges with incidents on the school's property.
2. We will need to draft a letter/response to parents regarding major incidents at the school and share with legal before confirming

### **C. Safety & Security Measures**

1. Academic/Financial/Operational –

1. Protecting the rights of students/employees, etc.
2. Monitoring system to ensure school is held accountable to the findings and requested changes needed
3. The commission sends out a 'monitoring portal' to let us know exactly what they are watching and want feedback on. It would be prudent for the operations committee to confirm the school is in compliance
- 4.

### **III. Comprehensive Performance Framework (CPF)**

#### **A. CPF Scores**

Laura will send CPF documents for Operations Committee to review

### **IV. Other Business**

#### **A. Other operating business items**

Operations committee will need to meet at least once a month but biweekly during the immediate future until new policies are formed and implemented.

### **V. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:36 PM.

Respectfully Submitted,  
J. Anfield-EI

---

**The Anchor School** is a village of educators, families, and community members that partners with 6th through 12th-grade students\* who are developing the knowledge, skills, and confidence they need to thrive in school and beyond. Through our commitment to excellent instruction, community partnerships, and holistic student development, we cultivate anchors that build a more just and equitable future.

*\*In August 2022, the SCSC authorized TAS as a GA Charter School with approval to enroll students who will be in the 6th grade in the fall of 2023.*